



## JOB OPPORTUNITY: VOLUNTEER ASSISTANT

### MISSION STATEMENT

We empower children and youth by connecting families with opportunities to build hope for lifelong change and break the cycle of poverty.

### SUMMARY OF ROLE

We are seeking someone looking to make a difference in the lives of children by ensuring we have the volunteer resources required to achieve our mission of empowering children living in poverty. As the Volunteer Assistant, you will work on projects that will help enhance our volunteer program. The Volunteer Assistant will report to the Outreach & Admin Coordinator.

This is a great opportunity providing hands-on experience to further important work for great local impact. Join us and work with other passionate individuals committed to building hope for local children by providing opportunities for them to reach their full potential.

### DUTIES AND RESPONSIBILITIES

- Aid in updating volunteer recruitment and retention strategies to help enhance the diversity of our teams.
- Support the completion of a volunteer program audit.
- Research volunteer scheduling tools and make a recommendation for future use including setting up a pilot scheduling project.
- Work with the Database Assistant to implement an online volunteer application form which captures information in our database, DonorPerfect.

### ELIGIBILITY

This position is funded by **Canada Summer Jobs**. All applicants must meet the following criteria:

- is between 15 and 30 years of age (inclusive) at the start of the employment;
- is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* \*;
- has a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*



## KNOWLEDGE AND SKILLS

- Volunteer or work experience, or some post-secondary education in volunteer coordination, is considered an asset.
- Strong technological skills including MS Office Suite and online forms.
- Superior interpersonal skills with a commitment to working cooperatively in a team environment with staff, volunteers, donors, and the public.
- Ability to communicate effectively both in writing and verbally.
- Ability to prioritize and organize with keen attention to detail and a standard of excellence.

## ENVIRONMENT AND POSITION DETAILS

- Working at the Children's Foundation office.
- 35 hrs / week for eight weeks.
- Start date: approximately June 17, but is negotiable. Please note when submitting your application if you require an earlier or later start date.
- Hourly wage: \$15

## APPLICATION PROCEDURE

To apply for this position, please submit a cover letter and resume to Karyn Kirkwood by emailing [karyn@childrensfoundation.org](mailto:karyn@childrensfoundation.org) with the subject line: **Volunteer Assistant** by May 13.

The Children's Foundation of Guelph and Wellington welcomes applications from all qualified individuals, including individuals within employment equity categories of women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code. The Children's Foundation of Guelph and Wellington is committed to employment equity and diversity and a positive and supportive environment. The Children's Foundation of Guelph and Wellington offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by the Children's Foundation of Guelph and Wellington regarding a job opportunity, please advise if you require accommodation.

Thank you for your interest and application. Please note that due to the high volume of applicants, only those selected for an interview will be contacted. No phone calls please.